

STATUS	TASK	APPENDIX	SUBMISSION DEADLINE	SUBMISSION FORMAT
	Initial Budget		September 30	BaselineEdge
	Accreditation Documentation		September 30	Copy to Monitor
	Official Transcripts (new non-certified lead & all auxiliary teachers only)		Within 30 days of hire date	<p><i>See Program Guidelines pg. 10 for full details</i></p> <p>Complete the online Teacher Credential Verification form. *See Laserfiche link at the end of the Appendices</p> <p>Upload an unofficial transcript or your teaching certificate number that can be found at: https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx</p> <p>Mail official copy to: Alabama Dept. Early Childhood Education Attn: Teacher Transcripts P.O. Box 302755 Montgomery, AL 36130-2755</p>
	Student Change Report (For new students or change in information for existing students)	Online	As Needed	See Laserfiche link at the end of the Appendices
	Teacher Salary Schedules	A		
	Parent Fee Sliding Scale For Tiered and Plus Grants	B		
	Background Check Verification Form	C	Within 10 days of starting school (*or within 10 days of employment date for any new staff hired during the school year)	<p>Mail official notarized copy to: Alabama Dept. of Early Childhood Education Office of School Readiness Attention: Background Verification Form P.O. Box 302755 Montgomery, AL 36130-2755</p>
	Health Screening Permission & Review	D	Permission by 20 th day of school, parent review due by Dec. 31	On-Site
	Child Health Screening Record	E	October 31	On-Site

	Incident Report Form	F	As Needed (but due to Regional Director within 24 hours of incident)	Electronically to Regional Directors
	Modified Schedule Request Form	G	As Needed	Electronically to Regional Directors
	Parent/Family Contract	H	Within 20 days of start of school	Monitors will check on-site
	Parent/Family Engagement Sign-In	I	Parent Orientation due within 20 days of start of school	On-Site
	Suggested Topics to Cover During Parent/Family Orientation	J		
	Yearly plan of Family Engagement Activities & Monthly Calendar of Activities for Parents/Families		Yearly Plan due October 1, Monthly Calendars as needed	On-Site
	Copies of background checks for all staff members of license-exempt faith-based programs (teachers, substitutes, etc.)		October 1	Mail to: Alabama Department of Early Childhood Education Office of School Readiness Attention: Official Background Check P.O. Box 302755 Montgomery, AL 36130- 2755
	Individual Parent/Family Engagement Log	K	As Needed	On-Site
	January Budget		January 31	BaselineEdge
	Code of Alabama for the Office Of School Readiness	L		
	Classroom Inventory and Purchase List	M	Ongoing	On-Site; to be checked by Program Coaches and Monitors
	Alabama's Mandatory Child Abuse	N		
	Children with Special Needs	O		
	Required Equipment, Materials and Supplies	P	As Needed	
	Director, Teacher, Parent End of the Year Surveys		April 1-30	Electronically-participant will receive a link to the survey via email

	End of year budget	Online	May 31	BaselineEdge
	Help Me Grow Universal Resource Form	Q	As Needed	Electronically to care coordinator for your area via email or fax
	Help Me Grow Regional Map of Care Coordinator Contacts	R		
	Director Guidelines for Pre-Registration	S		
	LaserFiche Form	T	As Needed	